

**SECRET**

3 April 1951

**MEMORANDUM OF CONVERSATION**

**SUBJECT:** Evaluation of O/O and O/SO Reports - Memorandum of  
Conversation with [redacted] (CD/L)

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1. On 29 March Reber, [redacted] discussed the evaluation of O/O and O/SO reports for the purpose of ascertaining to what extent CD/L is involved in the processing of requests for evaluations.

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2. Multilith mats of [redacted] information reports are delivered to CD/L for reproduction and dissemination of copies. Requests for evaluations are communicated to CD/L, either orally or by memorandum, and as a matter of practice, not coincident with delivery of the mats, but subsequent thereto.

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3. Heretofore, an Agency ruling required that all Information Reports be evaluated within CIA (O/RE or O/SI), and the processing of these reports to those offices has been a function of CD/L. Reports have been sent beyond the Agency by CD/L only upon the request of the originating office. The requirement referred to above, is no longer valid, however, under the latest revision of the Agency Regulations.

4. It is now proposed that all requests for evaluation be reduced to writing by the office of origin, and accompany delivery of the mats to CD/L, and further, that such requests include a designation of that office or agency from which the evaluation is desired. CD/L would, under this proposal, discontinue the originating of evaluation requests at its own instance.

5. CD/L will transcribe the written instructions received from the originating office, upon the appropriate "Evaluation Form," attach a copy of the report concerned, and forward to the designated office or agency for action.

6. It might be desirable to utilize a single Evaluation Form for both O/O and O/SO reports.

cc: Mr. Kirkpatrick  
[redacted]

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